

**SUBPART 8-8  
POLICY ON ALCOHOL AND OTHER DRUGS**

**Sec. 8-801. Statement of Purpose.**

The purpose of this subpart is to communicate a comprehensive approach to dealing with issues related to alcohol and other drugs. The policy will assist all members of the Ferris State University community, as it provides an educational context for these issues, identifies resources available, and enunciates specific policies that relate directly to faculty, staff and students. The foundations for this policy reflect the University's core values:

- (1) To support the academic mission of the University;
- (2) To support education as the primary route to personal development, professional productivity, economic success, and social contribution;
- (3) To provide a safe, supportive, and stimulating learning environment;
- (4) To provide a service to, and involvement with, the community, the state, the nation, and the world.

*Prior Board Action:*

October 15, 1999.

**Sec. 8-802. Commitments and Values.** By fulfilling these commitments, Ferris is teaching these values. However, values cannot be taught in the abstract; they must be lived in the concrete world of the everyday tasks at the University. Therefore, every member of the Ferris community must be committed to:

- (1) Behave ethically -- to be honest, forthright, loyal, trustworthy, and compassionate;
- (2) Act civilly -- to treat everyone with respect and courtesy; to resolve disputes openly and without rancor;
- (3) Be productive -- to fully engage each person's intelligence, talents, and energy in fulfilling the mission and achieving the goals of the University; and
- (4) Be responsible -- to be accountable for individual performance and behavior.

**Sec. 8-803. Applicability of this Policy on Alcohol and Other Drugs.** This Policy on Alcohol and Other Drugs pertains to all activities on University property. This policy also pertains to off-campus, University-sponsored activities and to off-campus activities (social or otherwise) sponsored by students, organizations or individuals associated with the University.

*Cross Reference:*

Subpart 8-5. Drug-Free Workplace Policy.

**Sec. 8-804. Health Risks.**

(1) Any individual choosing to abuse alcohol, or illicitly use alcohol and other drugs, needs to be more aware that there may be a variety of health risks associated with this behavior. Chemical dependency, or addiction to alcohol and other drugs, is a chronic progressive illness which, if untreated, can be fatal.

(2) However, it is not necessary to become addicted to or dependent upon any of these drugs to experience a wide variety of personal and/or family problems. "Harmful involvement" with any of the drugs mentioned here may show up in a number of different ways. Use of alcohol and/or the other drugs may result in poor judgment; poor coordination; lessened concentration; slower reaction times; impaired eyesight, slips and falls; self-induced burns due to fire; injuries from improper use of hazardous materials, tools or shop machinery on the job or in class; motor vehicle crashes. In addition, personal motivation and productivity may decline. Quality of work and cooperation with others may also be jeopardized.

(3) The impact of alcohol abuse and illicit alcohol and other drug use is also seen in both family and social circles. Continued use and abuse often times may increase problems in existing dysfunctional family/social systems impacting on significant others, spouses, children, parents and friends. Friendships and work relationships may suffer and personal relationships including marriages very often become strained to the point of separation or divorce. The incidence of alcohol and other drug use involved in car crashes, violent and petty crime, and domestic violence and sexual assault is well documented and very high.

(4) It is important to note that while we as individuals may not be personally affected by the behaviors and consequences noted above, each of us, at one time during our lives, will probably have to deal with a friend, family member or co-worker who is struggling with his or her use/abuse of alcohol and/or other drugs. Beyond the risks of use, however, the University wants to highlight the personal and social benefits of an alcohol-free and drug-free environment.

(5) As a community, we encourage individual members to reach their full potential as persons and citizens, unencumbered by destructive or counterproductive patterns of behavior.

**Sec. 8-805. University Resources and Programs -- Employee Assistance Service.**

(1) The Employee Assistance Program (EAP) is a benefit provided by Ferris State University to confidentially assist employees and their families to resolve problems. When problems of a personal nature occur, they not only affect an employee's personal life, but can affect his/her work life, too. Employees are encouraged not to wait to resolve those problems until they become overwhelming or jeopardize their work.

(2) While utilizing the EAP, employees are assured of privacy. No information will be released without the employee's written consent, and all records are kept according to state and federal confidentiality guidelines and separate from any personnel and medical files.

(3) Employee Assistance Program is an employee benefit, paid for by Ferris State University. There is no charge for employee assistance services. If a referral is made to an outside provider, the employee may elect to cover those services with health care benefits. Every effort will be made to coordinate the services recommended with the employee's existing insurance coverage.

(4) The Employee Assistance Program has a toll-free "800" number available 24 hours a day, 7 days a week. If a crisis occurs, Employee Assistance Program will see the client on that same day or provide a referral for the type of problem he or she is experiencing.

*Note:*

The EAP is coordinated by Ferris' Office of Human Resource Development (HRD). Further information may be obtained by contacting HRD.

*Cross Reference:*

Subpart 8-5. Drug-Free Workplace Policy.

**Sec. 8-806. University Resources and Programs -- Student Resources.**

(1) The Counseling Center's Wellness Resource Center is the primary resource library for information about alcohol/other drugs, sexual assault and HIV/AIDS. The Center houses pamphlets, books, a clipping file, and audio and videotapes for personal and/or school use.

*Note:*

Call 231-591-2668 for more information, hours, or to make an appointment.

(2) Information about alcohol, nicotine (tobacco), marijuana, cocaine, steroids, inhalants, stimulants, depressants, narcotics -- some of the laws and the effects that they have on individuals and those they care about -- is available in a number of locations. The primary source for this material is the Counseling Center's Wellness Resource Center; however, there is a pamphlet rack with some of this information located in each academic building that houses a college dean's office.

*Notes:*

Similar and additional information can be obtained in the Office of Student Judicial Services (RC 208), and the Counseling Center (RC 221). In addition to these informational resources, the Counseling Center can provide individualized counseling and/or referrals to students who want or need special assistance.

Students, faculty and staff are encouraged to utilize following web site:  
<http://www.ferris.edu/htmls/studentlife/PersonalCounseling/>

**Sec. 8-807. Employee Policies and Sanctions.**

(1) Consistent with State and Federal Law, Ferris State University will maintain a workplace free from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, as defined under the Controlled Substances Act, 21 U.S.C. 812, as may be amended from time to time. The unlawful manufacture, distribution, dispensation, possession or use of drugs or narcotics is prohibited on any property under the control of and governed by the Board of Trustees of Ferris State University, and at any site where work is performed by individuals on behalf of Ferris State University. Pursuant to applicable University procedures governing employee discipline, any employee involved in the unauthorized use, sale, manufacturing, dispensing or possession of legal or illegal drugs or narcotics on University premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal. When state and federal controlled substance and/or drug laws are in conflict, the federal laws will take precedence over state laws. The employee must notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Failure to provide such notice will subject the employee to dismissal. The employee shall notify his/her immediate supervisor, who will report the incident to the Office of Human Resource Development.

(2) Ferris State University supports programs aimed at the prevention of substance abuse by University employees.

*Cross Reference:*

Sec. 8-805. University resources and programs -- employee assistance service.

(3) Employees who are found to be in violation of University policies, guidelines, or professional expectations will be disciplined pursuant to the provisions of the applicable collective bargaining unit agreement or Board Personnel Policies.

*Cross References:*

Subpart 6-1. Employment Policy.

Subpart 8-5. Drug-Free Workplace Policy.

**Sec. 8-808. Student Policies and Sanctions.**

(1) Individual Students. Consistent with State and Federal Law, the University prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol and other drugs. The University also places limitations on the use and possession of alcohol on campus, above and beyond legal standards. When state and federal controlled substance and/or drug laws are in conflict, the federal laws will take precedence over state laws. Individual students who are found in violation of University policies, guidelines, or expectations with regard to alcohol and other drugs are subject to discipline, pursuant to established University procedures.

(2) Student Groups. Student organizations are expected to follow all guidelines outlined in the Registered Student Organization Handbook. A violation of University policies,

guidelines or expectations can result in both individual and group discipline, pursuant to established University procedures.

**Sec. 8-809. Policy Distribution.** This Policy on Alcohol and Other Drugs shall be distributed to every University employee and student and shall be available on the world wide web, through the Ferris State University home page [www.ferris.edu].

**Sec. 8-810. Biennial Review Process.** Every two years, this subpart 8-8 shall be reviewed for its effectiveness, the need for change, and the consistent enforcement of related policies.

*Cross-Reference:*

Student Affairs Policy Letter, *Code of Student Community Standards*

Human Resources Policies and Procedures, *Alcohol and Other Drug Use*

*Prior Board Action:*

Entire Subpart 8-8 included in October 19, 2001 Codification, Phase I.

Entire Subpart 8-8 included in October 22, 2004 Codification, Phase II.